

MEMORANDUM FOR: Senior Training Officer, DDI

SUBJECT : Nomination for Executive Seminar

1. Nominations are due in my office not later than 24 February 1976 for the "Seminar for Advancing Managers" at Kings Point, New York, 28 March - 9 April 1976.

- 2. The Agency has one space reserved for this seminar. (DDI requested one space.)
- 3. Please submit seven copies of all nomination papers for your candidate--an up-to-date biographic profile, the most recent fitness report, and a statement giving reasons for proposing attendance at the seminar. It is requested that your supporting documentation contain the date that the nominee was moved from one managerial position to another since 1 July 1974.

25X1A

Executive Secretary
Training Selection Board

Distribution:

Orig - Adse.

2 - ES-TSB

1 - TAP

25X1A OTR/ES-TSB/

:ms (2 Feb 76)

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Approved For Release 2000/08/28 : CIA-RDP78-04202A000100130011-8

2 Feb 76

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